

# Excel Intermediate—Tips & Tricks

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This handout & sample files are posted at:  
<http://ljhs.sandi.net/faculty/SGrant/SharedProf.html>

## Finding

Find: **Edit | Find** or **<Control>/<Option>-<F>**

- Jumps you to occurrences of exact matches ... **values, labels, or formulas**.
- Will find partial matches: search on “120” will find “120.56”, “3120”, “978.120”.
- Will *not* find *calculated* (displayed) values: search on “50” will not find “50” displayed in cell containing formula “=2\*25”.
- Searches only within a single worksheet, *not* across multiple worksheets

## Sorting

**Select entire block of data**—including any cells with column headings. Then **Data | Sort...** “My list has” section: select “**Header row**” (allows you to specify columns by column label rather than column letter indicators).

- **Sort order of labels:** “Nothing comes before something” (spaces before anything else), then punctuation, then digits (in labels), then letters. Ignores capitalization.
- **Multiple-level sorts:** 2nd-level sort is a sub-sort within rows containing identical data in 1<sup>st</sup>-level-specified column; 3<sup>rd</sup>-level sub-sorts when 2<sup>nd</sup>-level-specified matches.

## Comments

**Add:** **Insert | Comment**

**Edit:** **Insert | Edit Comment**

**Delete:** **Edit | Clear | Comments**

Way **easier to right-click** a cell to add/edit/delete a Comment.

When typing in a Comment box, **click outside box when finished**.

## Split Window

To split worksheet into **multiple, individually-scrollable windows...**

**Horizontal only:** Select row

**Vertical only:** Select column

**4-way:** **Click into upper-left corner** of entire worksheet (cell **A1**) (shortcut: **<Control>/<Command>-<Home>**)

...Then **Window | Split**. **Drag pane border/s** as desired.

To **remove vertical or horizontal split only**, **drag that panebar off the worksheet** entirely.

To **remove all splits:** **Window | Remove Split**.

☞ Usually you want to **do all scrolling in lower half** (if 2-way horizontal split only) or **lower-right quadrant** (if 4-way, vertical & horizontal split).

## Functions

**COUNT(range)** Counts **number of non-blank** cells (**values only**) in a range

Examples: =COUNT(C10:C25)

**COUNTA(range)** Counts **number of non-blank** cells (**values or labels**) in a range

Example: =COUNTA(C10:C25)

**COUNTIF(range, criteria)** Counts **number** of cells (**values or labels**) **meeting criteria**

Examples: =COUNTIF(C10:C25, 50) COUNTIF(C10:C25, "Widgets")  
=COUNTIF(C10:C25, ">50")

☞ Must use **quotes** around <, >, >=, etc.

☞ > or < must come **before** =, e.g. ">=50" works, "=>50" always displays 0

**IF (Logical\_test, Value\_if\_true, Value\_if\_false)** Tests a cell, then displays value or label (either in the formula itself or in another cell it specifies) based on whether the test proves true or false.

Example: =IF(C10<>0,C10,C9)

Reminder: To **enter a function**, start with **equals sign**, then **name of function**, then **parentheses** around what the function operates on.

Example: =SUM(C10:C25)

## Multiple Worksheets

New file (Excel: "workbook") has 3 by default. Move among by clicking tabs in lower left. Use **navigation buttons to left of tabs to scroll tabs** in case they're not all visible.

**Add** a worksheet: **Insert | Worksheet**.

**Delete** a worksheet: Be sure it's selected and visible. Then **Edit | Delete Worksheet**.

**Rename** a worksheet: **Format | Sheet | Rename** or **right-click on worksheet's tab**.

**Formula can refer to cell in another worksheet:** As you write formula, **click on other worksheet's tab** to bring it up, then **point to and click on cell**.

☞ Renaming a worksheet will rename any cell references to it in other worksheets (Good!)

## Generating graphs (Excel: "Charts")

- Data on which chart is based on must be **block of contiguous columns & rows**... two columns wide, w/ **labels on left, values on right**.
- After creating a chart, right-click on an element in the chart to edit it (e.g. its color, pattern, etc. under "Patterns" tab).

☞ *Before* right-clicking, *left-click once* on the element and watch for *only that element* to have "handles", *then* double-click; otherwise you may wind up editing *all* elements!

**Pie chart** (example used with "Pie chart sample.xls"): Select range (one column of labels, other of values)... **Insert | Chart**, select "**Pie**", **Next**, **enter Chart title**, click "**Data Labels**" tab, select "**Percentage**", **Next**, select whether you want to create chart in existing worksheet ("**As object in**") or in new worksheet within same file ("**As new sheet**"), **Finish**.

**Column chart:** Same procedure, but select "**Column**" as type; under "**Data Labels**" tab, "Percentage" will be grayed-out... suggest you select "**Values**".

### ***Importing Delimited Text Files***

Must open from within Excel: **File | Open...** be sure “**Files of type**” is set to “**All Files**”.

**Wizard Step 2:** Be sure the “**Delimiter**” you checked results in **vertical lines between columns** in preview display (scroll sideways to inspect).

**Wizard Step 3:** All columns usually default to “Column data format” of “General”... OK *except* for **columns with large numbers (e.g. barcode or ID numbers)**. Click-to-select such a column, then click data format “**Text**”.